

# Workplace Alaska

## Class Specification Hearing Officer

**Created:**  
08/20/1997 by Rachel Wilson  
**Finalized on:**

**AKPAY Code:** P1925  
**Class Outline Cat:** B  
**Approved by:**

**Class Code:** PI0321  
**Class Range:** 21  
**Class Status:** Active

**Category:**  
**Original Date:** 11/16/1985

**Class Title:** Hearing Officer  
**Use MJR Form:** Standard

**Original Comments:**  
ORIGINAL

**Subsequent Revision Dates/Comments:**  
08/16/1990 - Title change and broadened class concept (KKG).  
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

**Last Update:** **EEO4:** B **SOC:** 23-1021 **Census:** 02

**Last Update Comments:**

### Definition:

Under administrative direction, independently performs investigations of alleged violations of State statutes and/or regulations; conducts hearings, regarding complaints, petitions, or alleged violation; and issues determinations.

### Distinguishing Characteristics:

This class is distinguished from other hearing officer related classes which review decisions or actions taken by other employees within the same organization, relating to a particular program or service. This class is characterized by the variety of appeals and has responsibility for reviewing and rendering decisions on actions taken by personnel in all State agencies and/or outside State government, but within their jurisdiction.

### Examples of Duties:

Presides over appeal hearings and maintains record of the hearings; administers oaths; receives and marks documentary evidence; maintains order; issues subpoenas; rules on admissibility of evidence; examines witnesses; determines use of past hearing briefs or arguments; determines closing of the record.

Schedules hearings; determines scope of the hearing; arranges pre-hearing conference, if necessary; may mediate between parties to attempt resolution of issues.

Investigates alleged violations and claims regarding state statutes and/or regulations; reviews points on appeal; contacts affected parties; evaluates record and makes recommendations whether to accept the filing for hearing or to reject the filing for lack of merit or procedural deficiencies.

Drafts letter to affected parties setting out the reasons for the action to be taken.

Receives and evaluates all sworn testimony and documentary evidence and prepares a written decision based on the facts as they relate to statutes and regulations governing the areas in dispute.

Determines applications of laws and regulations; makes administrative decisions such as evidentiary rulings, and preliminary motions.

Recommends changes in policies and practices to minimize future financial or legal jeopardy to State.

Prepares the "record on appeal" if the Hearing Officer's decision is appealed to the courts.

Performs related work as assigned.

### Knowledge, Skills and Abilities:

Thorough knowledge of statutes and regulations pertaining to various State appeal processes and procedures.

Thorough knowledge of the rules of evidence, legal terminology, administrative or quasi-judicial hearing procedures.

Ability to evaluate, interpret and apply complex laws, rules and regulations.

Ability to interview individuals to obtain factual information, analyze evidence, and draw logical conclusions.

Ability to conduct quasi-judicial hearings.

Ability to communicate effectively, both orally and in writing, in a clear and concise manner.

**Minimum Qualifications:**

One year of experience presiding over adversarial hearings and writing decisions which are directly appealable to superior court or to a court of competent jurisdiction.

OR

Five years of experience in a professional adversarial role involving complex legal or contractual matters and authoring hearing memoranda or briefs. Experience must include extensive advocacy before a neutral third party.

OR

Graduation from an accredited law school and one year of professional experience in administrative or regulatory law.

**Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

**Special Note:**

**Minimum Qualification Questions:**

Do you have one year of experience presiding over adversarial hearings and writing decisions which are directly appealable to superior court or to a court of competent jurisdiction?

**Or Substitution:**

Do you have five years of experience in a professional adversarial role involving complex legal or contractual matters and authoring hearing memoranda or briefs, including extensive advocacy before a neutral third party?

**Or Substitution:**

Did you graduate from an accredited law school?

AND

Do you have one year of professional experience in administrative or regulatory law?